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Approved For Release 2002/05/02 : CIA-RDP81-00261R000500040028-7

DD/A Registry

79-2121

OTR 79-1039  
19 June 1979

DD/A Registry  
File [REDACTED]

MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith  
Director of Training

SUBJECT: Non-Official Visits to the [REDACTED] (C)

REFERENCE: Memorandum from DTR to DBA, 5 March 1975,  
Same Subject

1. Action Requested: This memorandum requests you  
[REDACTED] [REDACTED] and approve revised guidelines  
(C)

2. Background: A new statement of policy is desirable  
inasmuch as the current guidelines set forth in the reference  
date from 1975 and are not sufficiently clear to apply to the  
various situations which arise. (U)

3. Staff Position: The following revised guidelines  
would clarify areas of ambiguity:

a. When work load considerations at the [REDACTED]  
[REDACTED] permit, non-official visits may be  
made to use the guest quarters in [REDACTED] and  
[REDACTED] during the weekend; a weekend will ordi-  
narily be considered to commence at approximately  
the close of business on Friday and conclude on  
Sunday, except when Friday or Monday is a holiday  
and may be added to the weekend. (C)

b. Those eligible for non-official visits are  
senior CIA officers in grade GS-18 or higher, and  
their close family members; only two non-official  
visits each calendar year may be authorized. (C)

c. In order to minimize both wear-and-tear and  
cleaning, pets are seriously discouraged in the  
guest quarters. (U)

WARNING NOTICE--  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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DERIVATIVE CL BY 013030  
REVIEW ON 19 JUN 1992  
BY 00261R000500040028-7  
FROM A 9 C (4.1)

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SUBJECT: Non-Official Visits to the [ ]  
[ ] (C)

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d. Reimbursement for the use of government-furnished quarters is to be made by the non-official visitor according to the schedule of rates maintained by the Chief, [ ] (C)

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e. Requests for non-official visits are to be directed to the Chief, Services Staff, OTR, who will coordinate them with the Chief, [ ]  
[ ] OTR. (C)

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f. Combining of official business with a non-official visit by an officer accompanied by dependents may not be made without the approval of the Director of Training. (U)

4. Recommendation: Recommend that the policy of non-official visits be continued and that the above guidelines be approved for immediate implementation. (U)

/s/ Donald E. Smith

Donald E. Smith

APPROVED: /s/ [ ] 125 JUN 1979  
Deputy Director for Administration Date

DISAPPROVED: [ ]  
Deputy Director for Administration Date

Distribution:

Orig - Return to DTR

✓2 - DDA

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ROUTING AND TRANSMITTAL SLIP Date  
 TO: (Name, office symbol, building, room number, or room number, or room number, or room number)  
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1.		Initials	Date
2.	APDA Recommend approval	DM	6/22
3.	DDN		
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Don Smith feels quite strongly  
 it is time to reassess our policy  
 on use of ☐ for non-official  
 visits.

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DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
 clearances, and similar actions  
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5041-102  
 ☆ U.S. G.P.O. 1977-241-530/3090

OPTIONAL FORM 41 (Rev. 7-76)  
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